

Appendix B: Your Short-Answer Questions

NOTE: The answers appear exactly as they were written on the survey:

1. **In the last six months I have had a performance evaluation/review.**

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ADMIN#: 1119368

Defense Equal Opportunity Management Institute

60

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2. How effective is the organization's support of formal training (billet-related and professional) for all personnel and what recommendations can you make for improvement?

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3. How would you recommend this organization support/implement telework (working from home or an alternate worksite?)

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4. **Do you believe there is favoritism within the organization? If so, please describe and provide specifics.**

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5. **If you were the Naval Inspector General what things would you change and what things would you not change?**

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Appendix C: Written Comments from Your Organization

NOTE: The comments appear exactly as they were written on the survey:

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Appendix D: Your Copy of the DEOCS

DEOMI
Organizational Climate Survey
(DEOCS)

Organization: NAVINSGEN
Commander/Director: VADM Wisecup
Admin Number: 1119368
Tuesday, August 09, 2011

Defense Equal Opportunity Management Institute
Directorate of Research
Patrick AFB, FL



RCS: DD-P&R (AR) 2338

DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE ORGANIZATIONAL CLIMATE SURVEY (DEOCS)

General Description

The DEOCS questionnaire is intended for organizations of any size, and is suitable for military and/or civilian personnel. The questionnaire measures climate factors associated with the military equal opportunity (EO) program, civilian equal employment opportunity (EEO) program, and organizational effectiveness (OE) issues. The race-ethnic classification system used on DEOCS is consistent with recent Office of Management and Budget (OMB) guidelines for classification of racial groups and multi-racial designations. Approximately half of the questionnaire items address EO/EEO issues, the remainder address organizational and demographic areas. The DEOCS is a climate assessment instrument designed to assess the “shared perceptions” of respondents about formal or informal policies, practices, and procedures likely to occur in the organization. This survey does not collect or use personally identifiable information and is not retrieved by personal identifier. Therefore, the information collected is not subject to the Privacy Act of 1974.

For the purposes of this survey, the following ethnicity and race definitions are provided (using standard Federal definitions).

Per OMB guidance, 1 January 2003, Spanish/Hispanic/Latino is an ethnic category, not a race category. All race and ethnicity responses are rolled up into minority or majority categories for the final report.

Spanish/Hispanic/Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

MORE INSTRUCTIONS ON NEXT PAGE

IMPORTANT! Before beginning the survey:

IN THE AREA MARKED "ADMIN NO." AT THE TOP OF YOUR ANSWER SHEET, WRITE IN THE FOLLOWING NUMBER: **1119368**

PART I

The information provided below **WILL NOT** be used to identify you. It is used by a computer to identify groups of people (e.g., Male, Female, Officer, Enlisted, Civilian, etc.). If fewer than five responses are given for a particular group, those responses are not reported for that group.

YOUR ACCURACY IS IMPORTANT IN GETTING AN HONEST ASSESSMENT OF YOUR ORGANIZATION.

1. I am

1 = Male 2 = Female

2. Are you Spanish/Hispanic/Latino?

1 = No
2 = Yes

3. What is your race? *Mark one or more races to indicate what you consider yourself to be.*

1 = American Indian or Alaska Native
2 = Asian (e.g., Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese)
3 = Black or African American
4 = Native Hawaiian or other Pacific Islander (e.g., Samoan, Guamanian, or Chamorro)
5 = White
6 = N/A

4. My age is

1 = 18 - 21
2 = 22 - 30
3 = 31 - 40
4 = 41 - 50
5 = 51 or over

5. Are you currently deployed?

1 = No, it has been more than 6 months since my last deployment, or I have never deployed
2 = No, but I returned from combat zone deployment within the past 6 months
3 = No, but I returned from non-combat zone deployment within the past 6 months
4 = Yes (CONUS)
5 = Yes (OCONUS, in a combat zone)
6 = Yes (OCONUS, in a non-combat zone)

6. I am a(n):

1 = Military officer
2 = Warrant officer
3 = Enlisted member
4 = Federal DoD civilian employee
5 = Federal non-DoD civilian employee
6 = Other (e.g., contractor, private civilian, State employee) --> **GO TO QUESTION 14**

7. If you are a federal civilian employee, in which category are you a member?

- 1 = GS
- 2 = GM
- 3 = WG/WL/WS/WB
- 4 = SES
- 5 = NSPS --> **GO TO QUESTION 9**
- 6 = N/A

8. What is your pay grade (for example; an E3 or O3 would select 1; an E5 or O5 would select 2)? **FOR NSPS CIVILIANS**

ONLY: Leave #8 BLANK on the bubble sheet.

- 1 = 1 - 3
- 2 = 4 - 6
- 3 = 7 - 8
- 4 = 9 - 10
- 5 = 11 - 13
- 6 = 14 - 15

9. If you are a Federal civilian employee under NSPS, what is your Career Group?

- 1 = Medical
- 2 = Investigative/Protective
- 3 = Scientific/Engineering
- 4 = Standard
- 5 = N/A

10. If you are a Federal civilian employee under NSPS, what is your Pay Schedule? **FOR MILITARY AND NON-NSPS**

EMPLOYEE: Leave #10 BLANK on the bubble sheet.

- 1 = Professional or Investigative
- 2 = Technician/Support
- 3 = Supervisor/Manager
- 4 = Fire Protection or Police/Security Guard
- 5 = Physician/Dentist
- 6 = Student

11. If you are a Federal civilian employee under NSPS, what is your Pay Band? **FOR MILITARY AND NON-NSPS**

EMPLOYEE: Leave #11 BLANK on the bubble sheet.

- 1 = 1
- 2 = 2
- 3 = 3
- 4 = 4

12. **MILITARY ONLY:** My branch of service is: **FOR CIVILIAN EMPLOYEES: Leave #12 BLANK on the bubble sheet.**

- 1 = Air Force
- 2 = Army
- 3 = Coast Guard
- 4 = Marine Corps
- 5 = Navy
- 6 = Non U.S. Military Service

13. **MILITARY ONLY:** I am a (n): **FOR CIVILIAN EMPLOYEES: Leave #13 BLANK on the bubble sheet.**

- 1 = Active component member (including Coast Guard)
- 2 = Traditional guardsman (Drilling)
- 3 = Guardsman on active duty
- 4 = Traditional reservist (Drilling)
- 5 = Reservist on active duty
- 6 = N/A

Part II

YOU NEED NOT HAVE PERSONALLY SEEN OR EXPERIENCED THE ACTIONS BELOW.

Use the following scale to rate the *LIKELIHOOD* that the actions listed below *COULD* have happened, even if you have not personally observed or experienced it. *If you are a member of a Reserve or National Guard unit or are a part time employee, "your last 30 work days" refers to the last 30 days you spent at your unit (not necessarily the past consecutive 30 workdays).*

- 1 = There is a *very high chance* that the action occurred.
- 2 = There is a *reasonably high chance* that the action occurred.
- 3 = There is a *moderate chance* that the action occurred.
- 4 = There is a *small chance* that the action occurred.
- 5 = There is *almost no chance* that the action occurred.

CHECKPOINT: ENSURE YOU ARE AT #14 ON YOUR BUBBLE SHEET BEFORE PROCEEDING.

During your last 30 workdays at your duty location:

- 14. A person told several jokes about a particular race/ethnicity.
- 15. Supervisors of different racial or ethnic backgrounds were seen having lunch together.
- 16. Personnel of different racial or ethnic backgrounds were seen having lunch together.
- 17. A supervisor did not select a qualified subordinate for promotion because of their race/ethnicity.
- 18. A member was assigned less desirable office space because of their race/ethnicity.
- 19. The person in charge of the organization changed the duty assignments when it was discovered that two people of the same race/ethnicity were assigned to the same sensitive area on the same shift.
- 20. While speaking to a group, the person in charge of the organization took more time to answer questions from one race/ethnic group than from another group.
- 21. Members from different racial or ethnic groups were seen socializing together.
- 22. Members joined friends of a different racial or ethnic group at the same table in the cafeteria or designated eating area.
- 23. When a person complained of sexual harassment, the supervisor said, "You're being too sensitive."
- 24. Offensive racial/ethnic names were frequently heard.
- 25. Racial/ethnic jokes were frequently heard.
- 26. A supervisor referred to subordinates of one gender by their first names in public while using titles for subordinates of the other gender.
- 27. Sexist jokes were frequently heard.
- 28. Someone made sexually suggestive remarks about another person.
- 29. A well-qualified person was denied a job because the supervisor did not like the religious beliefs of the person.
- 30. A demeaning comment was made about a certain religious group.
- 31. A supervisor favored a worker who had the same religious beliefs as the supervisor.
- 32. A younger person was selected for a prestigious assignment over an older person who was equally, if not slightly better qualified.
- 33. An older individual did not get the same career opportunities as did a younger individual.
- 34. A worker with a disability was not given the same opportunities as other workers.
- 35. A young supervisor did not recommend promotion for a qualified older worker.
- 36. A career opportunity presentation to a worker with a disability focused on the lack of opportunity elsewhere; to others, it emphasized promotion.
- 37. A supervisor did not appoint a qualified worker with a disability to a new position, but instead appointed another, less qualified worker.

Part III

In this part of the survey, answer the following questions regarding *how you feel about your organization*, that is the organization led by the individual who requested you complete this survey.

- 1 = *Totally agree* with the statement
- 2 = *Moderately agree* with the statement
- 3 = *Neither agree nor disagree* with the statement
- 4 = *Moderately disagree* with the statement
- 5 = *Totally disagree* with the statement

- 38. I find that my values and the organization's values are very similar.
- 39. I am proud to tell others that I am part of this organization.
- 40. Assuming I could stay until eligible for retirement, I do not see many reasons to do so.
- 41. Often, I find it difficult to agree with the policies of this organization on important matters relating to its people.
- 42. Becoming a part of this organization was definitely not in my best interests.
- 43. The values of this organization reflect the values of its members.
- 44. This organization is loyal to its members.
- 45. This organization is proud of its people.

Part IV

Respond to the following items regarding the *effectiveness of your work group* (all persons who report to the same supervisor that you do), and top leaders, using the scale below:

- 1 = *Totally agree* with the statement
- 2 = *Moderately agree* with the statement
- 3 = *Neither agree nor disagree* with the statement
- 4 = *Moderately disagree* with the statement
- 5 = *Totally disagree* with the statement

- 46. The amount of output of my work group is very high.
- 47. The quality of output of my work group is very high.
- 48. When high priority work arises, such as short deadlines, crash programs, and schedule changes, the people in my work group do an outstanding job in handling these situations.
- 49. My work group's performance in comparison to similar work groups is very high.
- 50. My work group works well together as a team.
- 51. Members of my work group pull together to get the job done.
- 52. Members of my work group really care about each other.
- 53. Members of my work group trust each other.
- 54. Top leaders in my organization work well together as a team.
- 55. Top leaders in my organization pull together to get the job done.
- 56. Top leaders in my organization really care about each other.
- 57. Top leaders in my organization trust each other.

Part V

The questions in this section are used to determine *how satisfied you are with job-related issues*. Indicate your degree of satisfaction or dissatisfaction by choosing the most appropriate phrase:

- 1 = *Very* satisfied
- 2 = *Moderately* satisfied
- 3 = *Neither* satisfied nor dissatisfied
- 4 = *Moderately* dissatisfied
- 5 = *Very* dissatisfied

How satisfied are you with:

- 58. The chance to help people and improve their welfare through the performance of my job.
- 59. My amount of effort compared to the efforts of my co-workers.
- 60. The recognition and pride my family has in the work I do.
- 61. The chance to acquire valuable skills in my job that prepare me for future opportunities.
- 62. My job as a whole.

Part VI

63. Within the past 12 months, I have personally experienced an incident of discrimination within my current organization. (Mark all that apply.)

- 1 = YES, racial/national origin/color
- 2 = YES, gender (sex)
- 3 = YES, age
- 4 = YES, disability
- 5 = YES, religion
- 6 = No

64. Within the past 12 months, I have personally experienced an incident of sexual harassment within my current organization.

- 1 = YES 2 = NO

65. Did you report any of the above incidents of discrimination or sexual harassment to someone in your organization?

- 1 = I filed a formal complaint through my organization's EO/EEO representative.
- 2 = I reported the incident through my organization's EO/EEO representative without filing a formal complaint.
- 3 = I reported the incident to my supervisor/superior without filing a formal complaint.
- 4 = I confronted the individual who committed the act without filing a formal complaint.
- 5 = I did not report the incident to anyone.
- 6 = N/A. I did not experience an incident of discrimination or sexual harassment in the past 12 months.

If you did not report the incident to anyone, please explain why.

66. How satisfied are you with how your issue was (or is being) resolved?

- 1 = *Very* satisfied
- 2 = *Moderately* satisfied
- 3 = *Moderately* dissatisfied
- 4 = *Very* dissatisfied
- 5 = N/A

If you were moderately or very dissatisfied with how the issue was (or is being) resolved, please explain why.

***** Local Questions for 1119368 *****

Please use the following scale to answer local questions:

- 1 = *Totally agree* with the statement
- 2 = *Moderately agree* with the statement
- 3 = *Neither agree nor disagree* with the statement
- 4 = *Moderately disagree* with the statement
- 5 = *Totally disagree* with the statement

- 67. Communication flows freely at all levels of the organization.
- 68. I know what is expected of me at work.
- 69. I have the training and resources necessary to accomplish my job.
- 70. I can express my opinion within the organization without fear of negative consequences.
- 71. I have received recognition or praise for doing good work within the last three months.
- 72. Management handles complaints, problems, or issues seriously.
- 73. The current level of morale in my organization is very high.
- 74. At work, my opinion or input is valued.
- 75. Employees are held accountable for doing quality work.
- 76. I like my job.

******* Short Answer Questions for 1119368 *******

1. In the last six months I have had a performance evaluation/review.
2. How effective is the organization's support of formal training (billet-related and professional) for all personnel and what recommendations can you make for improvement?
3. How would you recommend this organization support/implement telework (working from home or an alternate worksite?)
4. Do you believe there is favoritism within the organization? If so, please describe and provide specifics.
5. If you were the Naval Inspector General what things would you change and what things would you not change?

Please provide any written comments in the space below. Use additional paper if needed.

ALL COMMENTS WILL BE PROVIDED TO YOUR COMMAND EXACTLY AS THEY ARE WRITTEN.

Thank you for your responses. Please provide your answer sheet and this survey to your survey administrator.

You may send comments regarding this survey directly to:

Directorate of Research
Defense Equal Opportunity Management Institute
366 Tuskegee Airman Drive Building 352
Patrick Air Force Base, Florida 32925-3399
Email: support@deocs.net